



DEPARTMENT OF VETERANS AFFAIRS
Southeast Louisiana Veterans Health Care System
1601 Perdido Street
New Orleans, LA 70112

VACANCY ANNOUNCEMENT 06-141-A
AMENDED TO EXTEND CLOSING DATE

OPENING DATE: 09/19/06

CLOSING DATE: 10/03/06

POSITION: Budget Analyst, GS-560-07 Target GS-09

PROMOTION POTENTIAL: GS-09

SALARY RANGE: \$35,116 to \$45,648 Per Annum

DUTY LOCATION: Financial Management Service Line, New Orleans, LA

TOUR OF DUTY: Monday thru Friday, 7:30 a.m. to 4:00 p.m.

NUMBER OF VACANCIES: 1

AREA OF CONSIDERATION: Southeast Louisiana Veterans Health Care System Employees. Previous candidates do not need to reapply to receive consideration

DUTIES: Utilizes a wide range of principles, procedures, and methods to make recommendations on all budgetary limitations, deficiencies, control and programming. Position involves procedural and technical duties in collecting, analyzing and formulating budget projections. It also includes program planning, re-evaluation, re-programming during the budget cycle. Assists in the preparation of accumulation and distribution of worksheets, estimation forms and statistical summaries furnished to management and operating officials. Reviews budget submissions in detail to assure that they are in compliance with budget policies and procedural instructions. Assists in the consolidation of budget estimates and prepares tables which compare actual experience with funding requests. Compiles supplemental statistical data concerning ration costs, drug costs, use of consultants, per diem costs, salary costs, cost per procedure performed, specialized medical services usage, costs per unit, etc. for use by the Leadership Team and Top Management. Provides support to DVA National Cemeteries and the National Health Care Recruitment and Retention Office in the performance of control point adjustments at the request of the control point officials.

QUALIFICATION REQUIREMENTS: OPM's Group coverage qualification Standard for Administrative and Management Positions. One year of specialized experience equivalent to at least the next lower grade level.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the

particular knowledge, skills, and abilities to successfully perform the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE: 52 weeks at the next lower grade

DRUG-FREE WORKPLACE: The VA has established a Drug-Free Federal Workplace Policy. All applicants tentatively selected for VA employment in a testing designated position are subject to urinalysis to screen for illegal drug use prior to appointment. Applicants who refuse to be tested will be denied employment with the VA for a period of six months. This policy extends to random testing for the use of illegal drugs by employees who occupy testing designated positions defined as sensitive in Section 7(d) of Executive Order 12564.

ENGLISH LANGUAGE PROFICIENCY: Proficiency in the English language is required for direct patient care positions. (P.L. 95-201)

EVALUATION METHOD: Applicants who meet qualification requirements will be further evaluated by determining the extent to which their work or related experience, education, training, awards, outside activities and/or supervisory appraisal, etc., indicate they possess the knowledge, skills and abilities (KSA's) needed to be successful in this position. Applicants must prepare a concise narrative addressing each factor. Failure to submit information requested may negatively affect your eligibility for this position.

RATING FACTORS: Please address all of the following rating factors:

1. Ability to plan, organize, and prioritize the work processed through Budget.
2. Knowledge of budget formulation and variance analysis.
3. Ability to reconcile control points against an IFCAP subsidiary document.
4. Ability to meet competing deadlines under pressure.
5. Ability to deal effectively with people from varying backgrounds.
6. Ability to communicate both orally and in writing.
7. Knowledge of computer systems and programs (VISTA, Microsoft, M.S. Exchange, FMS, IFCAP, Excel etc.)

HOW TO APPLY:

SOUTHEAST LOUISIANA VETERANS HEALTH CARE SYSTEMS EMPLOYEES: The application package should include the following items: [VA Form 4078](#): Application for Promotion or Reassignment, [VA Form 5-4676a](#): Employee Supplemental Qualification Statement (KSA's will be used to determine the best qualified candidates); [VA Form 4667b](#): Supervisory Appraisal of Employee for Promotion.

The receipt of your application must be by 12:00 a.m. (midnight) of the closing date.

THE INFORMATION ABOVE MAY BE SUBMITTED USING ONE OF THE TWO FOLLOWING METHODS:

1. Mail or hand deliver your application to:

**Southeast Louisiana Veterans Health Care System
1555 Poydras Street
Suite 1300
Attn: Human Resources Office
New Orleans, LA 70112**

YOUR APPLICATION OR RESUME MUST CONTAIN THE FOLLOWING INFORMATION:

1. Job announcement number, job title, and grade level.
2. Your full name, social security number, mailing address, and telephone number(s).
3. Education, training, and/or work experience.
4. Information about previous Federal employment (SF-50), including salary (or highest GS level)
5. Country of citizenship.

WHAT HAPPENS NEXT

Once your complete application is received, we will conduct an evaluation of your qualifications and determine your eligibility. The qualified candidates will be referred to the selecting official for further consideration and interview.

Application forms are available at <http://www.opm.gov/forms/index.htm> and <http://vaww.va.gov/vaforms/>.

Employees are responsible for assuring that their Official Personnel Folder contains a complete record of education, training and work experience. (As appropriate)

POINT OF CONTACT FOR THIS VACANCY ANNOUNCEMENT: Ronda Y. Mangum, (504) 589-5913.

APPLICANT'S PLEASE NOTE: Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.) Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education. Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html> All education claimed by applicants will be verified by the appointing agency accordingly.

INCOMPLETE PACKAGES: Failure to submit a complete application package, as stated in the announcement, will result in your application not being rated.

NO POSTAGE PAID ENVELOPE: In accordance with 18 USC 1719 and USC 3201 the use of postage paid government envelopes for filing job applications is a violation of federal law and regulations.

PBI INTERVIEWS: Any interviews that may be conducted will utilize the Performance Based Interviewing process (PBIs). For more information on the performance-based interview process, see <http://www.va.gov/pbi>

SPECIAL NOTE FOR CTAP/ICTAP ELIGIBLES: Agency Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Program (ICTAP). Federal Employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605(a) CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and copy of their most recent SF50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.

EQUAL EMPLOYMENT OPPORTUNITY: The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization or other non-merit factors.

REASONABLE ACCOMMODATION: Federal agencies provide reasonable accommodations to applicants with disabilities. If you need accommodation for any part of the application process, contact the hiring agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

William Insley
Chief, Human Resources Management

Please visit our VISN website at [South Central VA Healthcare Network](http://www.vaww.vsn16.med.va.gov/) or
[vaww.vsn16.med.va.gov/](http://www.vaww.vsn16.med.va.gov/)

"Employees are the foundation of the Department of Veterans Affairs and the key to our success"